

COOPERSTOWN CENTRAL SCHOOL DISTRICT



Student Handbook
2018-2019

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Introduction

Dear Students:

We want to welcome you all to the new academic year, especially those of you who are beginning your first year at Cooperstown Jr/Sr. High School. You are all about to embark on an exciting adventure.

Cooperstown Jr/Sr. High School strives to provide an intellectually and socially vibrant campus that offers a safe and supportive environment for all. Each of us plays a role in preserving this environment, and this handbook describes the privileges and responsibilities that we grant to our students as members of the CCS community. You will also learn about many campus services and resources available to support your achievements, enhance your Jr/Sr. High School experience, and assist in times of difficulty.

It is important that you take time to familiarize yourself with the materials in this handbook. Let us know if you have any questions, or if you have suggestions for how this handbook can be improved.

We offer you our very best wishes for a wonderful year.

Mr. Jim Brophy

Interim-Principal, Cooperstown Jr/Sr. High School

The Cooperstown Central School District Mission Statement

“The Cooperstown Central School District is a collaborative partnership of all home, school, and community stakeholders founded on trust. The District will provide a caring environment in which important and meaningful learning opportunities motivate our students to aspire to excellence. Active curiosity, compassion and positivity are critical elements of effective teaching and learning. Our unified mindset is one that promotes the ideals of ownership and continuous improvement.”

DISTRICT GOALS 2017-2020

- District Goal #1: Continually improve measurable student achievement, k-12, within a pervasive data-informed culture, using highly effective instructional systems.
- District Goal #2: Students sustain high levels of learning – expected and attained – throughout District programs that promote and support responsibility and accountability.
- District Goal #3: Students learn and demonstrate how to work within a community through opportunities within and beyond the walls of Cooperstown CSD and its community.
- District Goal #4: Prioritize social and emotional learning and personal wellness for all students.
- District Goal #5: A community of highly effective and collaborative faculty, administration and staff excels at their job responsibilities to meet the learning needs of students through hiring, development, supervision, and evaluation.
- District Goal #6: Meet the relevant learning needs of students with intent to the future by developing, procuring, maintaining, and improving resources.
- District Goal #7: Address the needs of the students and the concerns of taxpayers while exploring alternative fund sources through a fiscally sound and responsible budget.
- District Goal #8: Effective communication with our various community groups and individuals will improve external and internal District relations.

BELL SCHEDULE

The building is unlocked for student entry at 7:30 p.m.
 All Faculty are required to be in the building by 7:50 a.m.
 No students should be in the academic wing before 7:50 a.m.

7:55 a.m. The Warning bell. All students move to first period
 7:58 a.m. All students are required to be in first period. Late bell
 8:00 a.m. Late time to participate in extracurricular activities

#1			#2			#3		
1	8:00	8:41	1	8:00	8:41	1	8:00	8:41
2	8:44	9:23	2	8:44	9:23	2	8:44	9:23
3	9:26	10:05	3	9:26	10:05	3	9:26	10:05
4	10:08	10:47	4	10:08	10:47	4	10:08	10:47
5 (lunch)	10:50	11:20	5-6	10:50	11:30	5-6	10:50	11:30
6-7	11:23	12:03	7 (lunch)	11:33	12:03	7-8	11:33	12:13
8-9	12:06	12:46	8-9	12:06	12:46	9 (lunch)	12:16	12:46
10	12:49	1:28	10	12:49	1:28	10	12:49	1:28
11	1:31	2:10	11	1:31	2:10	11	1:31	2:10
12	2:13	2:52	12	2:13	2:52	12	2:13	2:52

	Start	End			
Teacher's					
Day	7:50	3:05	BOCES	AM	Seniors
Classes	8:00	2:52	Depart	8:10	Return 11:45

BOCES AM Class 8:40 11:22

BOCES PM Juniors
 Depart 11:10 Return 2:40

BOCES PM Class 11:52 2:15

ASSEMBLY PROCEDURES

All students are expected to attend assemblies.

Students are not allowed to leave the building during the assemblies.

Violations may result in a student losing all assembly privileges and being kept in the office during each assembly.

Assemblies will be scheduled during different class periods throughout the year. A few assemblies will run over one class period, however every effort will be made to prevent this interruption in our day.

Any group or activity must request a date and time for an assembly through the Principal's office.

This should be done one month in advance and the date will be placed on the monthly calendar.

When an assembly is planned for a particular period, all students will be called over the P.A. to the gymnasium or auditorium. They will report from their respective classes. For the purpose of order, we will ask the following classes to sit in the following sections:

Freshmen – middle back section facing stage

Sophomore – right side section facing stage

Juniors – left section front facing stage

Seniors – middle section front facing stage

The Principal will introduce and dismiss high school assembly programs. Assembly dismissals will be orderly. If any student is loud or acts in a disrespectful manner during an assembly, he/she will be dismissed immediately from the assembly and placed in the office. He/she may lose assembly privileges for the remainder of the year.

Students will be called to the auditorium by class starting with seniors first.

Faculty members will be assigned to the three auditorium sections for the purpose of supervision.

TITLE IX SECTION 504 DECLARATION

The Cooperstown Central School district does not discriminate on the basis of sex, race, color, national origin, or handicap. Grievance procedures which provide for the prompt and equitable resolution of complaints alleging discrimination based upon sex or handicap and appropriate forms for filing such grievances are available in the Superintendent's office. This declaration refers to and includes all vocational education opportunities.

The Title IX/Section 504 Compliance Officer is Mrs. Kristin Butler, Director of Curriculum, Development and Assessment, Cooperstown Elementary High School; 21 Walnut Street, Cooperstown, NY, 607-547-9976. This official will provide information, including complaint procedures to any student who feels that his or her rights, under Title IX or Section 504, may have been violated by the District or its officials.

SEXUAL HARASSMENT

The Board of Education of the Cooperstown Central School district believes that its employees, students, and others associated with our District have the absolute right to be free from sexual harassment at all times while performing duties on behalf of the District. This freedom is an inherent part of each employee's and students civil rights.

Sexual harassment is defined as including “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education,
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive working or educational environment.

Any action, behavior, words or overt attitude as described above or which might otherwise be reasonably regarded as sexual harassment is strictly prohibited. Any employee, student or other person associated with the District who feels that he or she has been subjected to any activity as described above should report the incident immediately to the Title VI/Title IX Section 504 Coordinator* for investigation and action. In the case of a student, he/she may seek assistance in reporting the incident from another trusted individual. If the Title VI/Title IX/Section 504 Coordinator is involved in the activity, the violation should be reported immediately to the Superintendent of Schools for investigation and appropriate action. Any investigation will be conducted by both a male and female designated by the Superintendent. Complaints can be made without fear of reprisal, and all resulting investigations will be kept strictly confidential. In the absence of a victim’s complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual harassment will ensure that an investigation is promptly commenced by appropriate individuals.

This policy shall be included in the Student and Faculty Handbooks and posted in appropriate places.

*The current Title VI/Title IX/Section 504 Coordinator is Mrs. Kristin Butler, Director of Curriculum, Development and Assessment.

PROCEDURES FOR WRITTEN EXCUSES

For parents who wish to understand the differences between legal absences and illegal absences, the following guide may be helpful:

<u>Legal:</u> Sickness	Required to be in court
Sickness or death in family	Attendance at health clinic
Impassable roads or weather	Approved cooperative work program
Religious observance	Approved college visit
Quarantine	Military obligation
Doctor or Dentist appointment	
<u>Illegal:</u> Unlawful detention	Truancy
Oversleeping	Missing the bus

Unlawful detention:

When a student is absent, with the knowledge and consent of his/her parent for other than legal reasons and/or the absence is stated or implied; this action is considered an **illegal** absence.

Truant:

A child is expected to be in school and who does not attend for other than lawful reasons is truant.

WRITTEN BULLETINS

A morning bulletin is prepared each day and shared with all faculty members. The attendance report for the day is based on the first period class. Any discrepancies should be reported to the main office or the attendance officer. If a student's name does not appear on the daily attendance report and they are not in class, it should be reported to the office immediately.

P.A. ANNOUNCEMENT AND MORNING BULLETINS

Special announcements and bulletins are read every morning at approximately 8:00 a.m.

No afternoon announcements. Mr. Brophy reserves the right to limit the P.A. announcements.

Any announcements to be made over the P.A. must meet the following requirements:

- All announcements must be written clearly (typed or printed) on the P.A. forms available in the office.
- All announcements should be presented to the Principal at least 5 minutes before announcements are to be made.
- Any announcement, if it is to be read, must be signed by a teacher.
- When a P.A. announcement is to be read, designate on the form whether it is to be read during the morning or afternoon.
- Place all P.A. announcements on the table by the P.A.
- Any announcement that is not made over the P.A. may be placed on the written morning or afternoon bulletin.

PASSES

At the beginning of each school year, students are given an Agenda Planner. The back section titled "Hall Passes" will be used when a student leaves a room for any reason other than the bathroom. Teachers/License Teacher Aides/Aides/Monitors also maintain a sign out log for each class period.

VISITOR POLICY

All visitors to Cooperstown Junior Senior High School are required to sign in at the front desk. Visitors must wear the Visitor sticker.

SUSPENSION POLICY

Please refer to the Code of Conduct on the Cooperstown Central School Website (tutoring will be provided).

While on suspension, a student **will not** be allowed to attend school functions. This includes concerts, club meetings, sports practices or sports contests.

While a student is on suspension, he/she will be responsible for making up all homework assignments and/or tests or quizzes.

HALL CONDUCT

Our school program is in continuous session from 8:00 a.m. until the close of afternoon session at 2:52 p.m. Classes will be in session during the lunch hours throughout the building. Noisy halls cannot be allowed. Students are asked not to sit or stand in the halls once the bell has rung. Students should be in classes, a study hall, the library, or the cafeteria. As part of the school's responsibility to maintain order and provide a conducive learning environment, students are required to refrain from wearing hats while in the building. Violations of this procedure will result in disciplinary action.

HALLWAY LOCKERS

All students in grades 7 – 12 are issued a locker and a combination by their 1st period teacher during the first few days of school.

Students are to keep their locker and their combination to themselves. Neither lockers nor combinations are to be shared.

It is the expectation that this new property is treated with respect. Good use will ensure long use. There are no excuses for vandalism or theft of property. Keep lockers locked at all times.

AFTERNOON DISMISSAL

All students will be dismissed at 2:52 p.m., however and to ensure everyone's safety, students must not walk between buses parked in the circle.

USE OF SCHOOL PROPERTY

Please refer to Board Policy JF/JG and The Code of Conduct for further information on Public Conduct on School Property.

CARD PLAYING POLICY

There will be no card playing of any kind in regular study halls. Students who wish to play cards during their regular lunch period may do so, as long as no gambling occurs.

SMOKING AND CHEWING TOBACCO

Students are not allowed to smoke or possess smoking materials on school property. This includes all forms of smoking tobacco. The possession or use of chewing tobacco, in any form, is not allowed anywhere on school property. This includes vaping.

RULES GOVERNING THE WEARING OF HATS

The wearing of hats is forbidden between 8:00 a.m. and 2:52 p.m.

PHONES

If a phone is seen by faculty/staff, it is taken and turned into the office for the rest of the academic day.

NOON HOUR PROCEDURES

Cafeteria Procedure: Students should proceed to the main door of the kitchen (in the hallway at the left of auditorium) and go through the counter line for lunch, then to the cafeteria. No students are to enter the serving area of the cafeteria from the seating area side.

Cafeteria Conduct: This is, in essence, a dining hall and should be treated as such. Tables and floors are to be left clean and attractive. Return trays, plates, and silverware to the cleaning area. Socially unacceptable conduct will be addressed by the Principal.

Phones During Lunch: Phone use is allow in the cafeteria, grades 9-12. No phone use in cafeteria, grades 7-8.

After Lunch Provisions: Realizing a need for the opportunity for students to visit, the cafeteria will be available for this purpose. There is no off-campus lunch at CCS. Senior privileges allow students to sign out and eat outside, weather permitting.

Students are not allowed to sit in their cars or drive home for lunch. The parking lot is off limits during the school day, for any reason.

All afternoon BOCES students will leave for BOCES at 11:10 a.m. They will eat in the cafeteria. All morning BOCES students will eat from 11:45 p.m. – 12:03 p.m.

The following rules concerning the lunch hour will be strictly enforced:

- Any student who throws food or causes a major disturbance in the cafeteria will lose cafeteria privileges and will receive 1 day in lunch suspension.
- 9 - 12th grade students may not be in the academic halls during their lunch periods without specific permission. Student violators may be assigned to lunch detention for a specified period of time.
- Food or drink is allowed in the classroom, only with teacher permission.
- This policy is in effect from 8:00 a.m. – 2:52 p.m.

STUDENT OPTIONS DURING THE SENIOR HIGH LUNCH PERIOD

- The gym, gym lobby, and locker rooms will not be open during periods 5, 7, or 9.
- Students are allowed in the library during the period if they have reference work and a pre-signed pass.
- The Senior and Middle School corridors are off limits to all students.

If there are any questions concerning these provisions, please contact the building Principal or a faculty member.

STUDENT PARKING AND USE OF PARKING LOT

All students who wish to park on school property must adhere to the following regulations:

- A car registration form must be completed by each student seeking a parking privilege.
- The form must be completely filled out and the information accurate and updated. Each time a student drives a different car, a new registration form must be completed.
- All students must park in the center area of the north parking lot. All other areas, including the circle and the east parking lot and bus garage area are off limits. Parking on curbs or any lawn area is forbidden.
- Once the north parking lot is full, the overflow may park in the lot nearest to the softball field.
- Reckless driving or driving at an imprudent speed is forbidden on school property.
- The north parking lot is to be kept free of student loitering between 8:00 a.m. and 3:10 p.m. Monday through Friday.
- Under no circumstances is a student to leave school, during their lunch, in his/her vehicle. Written notes to leave will not be accepted unless they are approved by the Principal.
- All of the above procedures apply to all motorized vehicles including motorcycles and motorbikes.
- Refer to the Code of Conduct for consequences if any of the above guidelines are not followed.

SENIOR PRIVILEGES

Throughout the year, the following privileges are granted to seniors only:

- Seniors will be the first class called to all appropriate assembly programs.
- Starting on the first Monday in September all seniors who have a study hall throughout the day will be excused from their study hall to report to the courtyard outside the cafeteria.
- Senior privileges will be in effect as weather permits. During the winter months, seniors will remain in study halls. In order to avoid confusion, the high school Principal will inform seniors and study hall monitors when seasonal changes will be made.

Seniors must report to their study halls at the beginning of each period and sign back in at the end of each period. Students must adhere to our bell schedule. Tardiness at either end of the period is not acceptable. Violations of this policy will result in loss of privilege, as follows:

- 1st violation – warning;
- 2nd violation – two weeks.

Seniors must remain in the senior privilege assigned area (cafeteria courtyard only). Failure to observe these guidelines will result in the following:

- 1st violation – warning;
- 2nd violation – loss of privilege.

Seniors who are on the failing list for any reason are not extended this privilege. This includes all failing lists generated by the interim reports. Five and ten week failure lists are applicable. It is the responsibility of the study hall monitor to check failure lists and enforce this provision.

Senior behavior, while outside, must be socially acceptable, and comply with school rules. If not, the principal will revoke the privilege. For example: Classes in session must not be disturbed.

- 1st violation – warning;
- 2nd violation – loss of privilege for the entire year.

Senior lunch privilege allows students to sign out to the courtyard or pit area.

ATTENDANCE REQUIREMENT FOR SENIORS SPEAKING AT COMMENCEMENT

In order for graduating seniors to be selected as commencement speakers, they must have completed their final three years of high school at Cooperstown Central School.

SENIOR TRIP ELIGIBILITY

All seniors who wish to participate in the senior trip must:

- earn the required number of participation points as determined by each class president during their full four years of high school at Cooperstown; or
- (for students who are not in attendance at Cooperstown all four years), they must earn the required point totals through participation in all established Junior and Senior class fundraising activities.

BYOD LABS

- This area will be used for technology work only. Scheduling will be arranged through Mrs. Hitchcock.
- A student may enter the center only with pre-signed passes from Mrs. Lyons or Mrs. Hitchcock.
- The center is to be a quiet work area.
- Playing games of any kind on the devices is prohibited.
- All personal property must be taken from the center when the owner leaves.
- In the absence of a supervisor, the door to the labs will be closed and locked.
- Computers and printers must not be taken from the building for any reason at any time, unless cleared directly with the I.T. Department. This includes disconnecting and moving computer or printers within the building

LIBRARY PROCEDURES

- Students may sign out books for 2 weeks. Magazines may not be signed out.
- Students need a pre-signed pass from the library staff to go to the library. Students must remain in the library for the duration of the period, and they must have work to do while they are in the library.
- Students must sign into the library at the front desk.
- A list of passwords is available from the library staff for the online databases. The online databases have full-text periodicals, reference materials, and photographs. These are an excellent resource for any research.
- The library opens at 8:00 a.m.

LOST and FOUND: Located in the Maintenance Area. All articles lost and returned may be secured here upon identification.

Lost, Stolen or Damaged Textbooks: Students will be billed at the end of the year for damaged or lost textbooks. Final report cards may not be issued until remuneration is received in the high school office.

EXTRA-CURRICULAR ACTIVITIES

ACTIVITY

9th Grade Class
10th Grade Class
11th Grade Class
12th Grade Class
Art Club
College for Every Student Mentoring (Jr/Sr)
Environthon
High School Science Olympiad
High School Student Council
Junior High Jazz Rock Ensemble
Junior High Science Club
Leadership Training for Athletes
Library Club/Battle of the Books
Media Team
National History Day Club
National Honor Society
Odyssey of the Mind
Outward Bound
Pep/Marching Band
Quiz Team
Senior Jazz Rock
Senior Jazz Vocal
SADD
STEAM-Science, Technology, Engineering, & Math
Technology Club
Yearbook

SPONSOR OR ADVISOR

Mrs. Pudlewski
Mrs. Lambert
Ms. Schleining
Dr. Marcantonio
Ms. Krause
Mrs. Merwin
Mrs. Parr
Mr. Parker
Mrs. Merwin
Mr. Daum
Mr. Peplinski
Mrs. Wolfe
Mrs. Hitchcock
Mrs. Gardner
Mrs. Hitchcock and Mr. Brotherton
Mrs. Wolfe
TBD
Mr. Smith
Mrs. Hogle
Mr. Iversen and Mrs. Pudlewski
Mrs. Hogle
Mr. Iversen
Mrs. Wolfe
Mr. Peplinski
Mr. Smith
Mrs. Schallert

Please note: In order to participate in a sports activity on any given day a student must be a participant in their Physical Education class on that day. (There is an exception for a legal excuse).

CLUBS

If you are interested in joining a particular club or finding out more about the club, please consult the advisor as soon as possible.

- Clubs are encouraged to meet after school at 3pm or before school at 7:30 am.
- Any fund raising activity must be submitted to the High School Student Council to determine whether any conflicts exist. It will then need to be approved by the Principal.

HIGH SCHOOL STUDENT COUNCIL

The Student Council represents the official governing body of the students and is their most important extra-curricular activity. It will act in close conjunction with the Principal's office and is vested with the following powers:

- To present awards
- To investigate matters of concern to the student body
- To organize elections within the school
- To appoint standing committees

Any senior high school student wishing to run for a Student Council office must have his/her election speech written and approved by the High School Principal one week prior to the scheduled election. If this procedure is not adhered to, the student involved will not be allowed to run for office.

SUNDAY ACTIVITIES

Sunday building activities are prohibited. Only with special considerations and by appeal to the Superintendent, will this prohibition be over ruled.

RUNNING IN THE HALLS

All running or jogging in the corridors must be approved by the High School Principal and Athletic Director. This procedure is in effect for the whole school year and applies to any extra-curricular activity or athletic program that requires this type of activity.

ACCIDENTS AND SCHOOL INSURANCE

Any accident should be reported immediately to the nurse or an administrator or teacher. Any accident reported later than 30 days will not be covered under the school insurance program. The school district provides insurance for members of our student body who are injured while participating in school activities. It is important for parents to know the extent of this coverage. When a student is injured, the first step is for the parents' insurance company to pay the bill. If there is a balance, the school insurance policy may or may not pay the remaining amount of the bill. It is highly probable that it may have to be paid directly by the parent. School insurance does not pay the full amount of every bill, nor is it intended to do so.

LOCKER ROOM SECURITY

All students involved in an interscholastic sport and/or physical education have access to a locked individual locker. All personal valuables must be locked inside at all times. The school maintains no responsibility for damaged or stolen valuables.

STUDENT RESPONSIBILITIES AT AWAY AND HOME ATHLETIC CONTESTS

There will be no smoking or drinking at any home or away athletic contests during the school year.

Tobacco and alcohol are forbidden on school property. Also, good conduct is expected of all students during all athletic contests. Disruptive behavior and/or poor sportsmanship toward referees and opposing teams, coaches and fans will not be tolerated. Violators will be removed and may be prohibited from attending further activities during the school year.

Refreshments will be served at home basketball games. We will be requesting that all students and parents help us in keeping our gym and lobby area free of litter and paper. In order to do this effectively, we are requesting that all refreshments be consumed in the lobby where they are purchased. No food or drink will be allowed in the gym.

Also, the following procedures are in force for students who attend away school activities on a school bus:

- During away activities, our students are not to leave the school building in which the activity is being conducted.
- All students who ride a school bus to an activity will return to our school on the bus. Exceptions may be considered by the faculty chaperone only. Only parents can take their children from an away activity if that child rode a bus to the activity
- No food or drinks are to be brought into a visiting school's building.

- No abusive or profane language is to be used while attending an activity.
- No fighting or physical contact is allowed.

FIRE DRILLS AND LOCKDOWNS

New York State Law requires that a certain number of fire drills lockdowns be held during the school year. The purpose of such drills is obvious and your cooperation is greatly desired. It is not the function of these drills to see how rapidly the building can be emptied, but rather to become proficient in emptying the building quietly and efficiently under simulated fire conditions. Specific fire drill and lockdown instructions are not contained in this handbook; they will be reviewed the first day of school with your homeroom and classroom teachers. Thereafter, a complete copy of the regulations will be posted on each classroom bulletin board.

BUS REGULATIONS

- Be careful in approaching bus stops; walk on left toward oncoming traffic; cross the road only after bus driver has signaled that it is safe to do so.
- Be on time for your bus. Help keep the bus on schedule. The driver cannot wait for a late arrival and still maintain his schedule.
- Reach assigned seat in bus without disturbing or crowding other pupils. Please remain seated while the bus is moving.
- Obey the driver promptly and cheerfully; realize that he/she has a big responsibility and that it is the duty of everyone to help. The driver is in charge of the bus, just as a teacher is in charge of the classroom.
- Help keep the bus clean and sanitary. Throwing food, paper and refuse on the floor or out the window is a bad habit. Please do not do it.
- Remember that loud talking or laughing or unnecessary confusion diverts the attention of the driver and may result in a serious accident.
- Keep all body parts inside the bus at all times. Windows are for light and ventilation.
- Be courteous to fellow pupils and bus driver. Remember we are all working together for safety.
- Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., is often unnecessary and always costly.
- Remain seated until your bus stops to unload. Wait for signal from the driver then cross the road in front of the bus.
- Report immediately to your bus at dismissal. If you plan to ride on a different bus for either trip, report to the school office for permission. The school office will report this to your driver. All permission requests must be from the parent or guardian in writing and signed by the principal.
- When your bus arrives in the morning, you are expected to report to your homeroom immediately. If your bus is late, sign in at the front desk before going to your class.
- No student shall be allowed to leave or enter a bus at any stop except those that are established unless the bus driver is notified in writing by the principal. Such requests for permission must be presented in writing to the school office. These requests shall be kept on file in the school office. Parents or guardians may take their children from the bus by request in person at any designated bus stop. Bus drivers are prohibited from making stops except those established on their regular route.

- No bus will drop off any student at an unscheduled stop unless the student presents a signed parental note authorizing their child to get off at the unscheduled stop. If no note is presented, all students will be dropped off at the Junior-Senior High School where parents will be expected to pick them up. This procedure applies to all athletic and extracurricular trips.
- Please refer to the “Code of Conduct” for further bus regulations.

SCHOOL RULES PERTAINING TO USE OF BICYCLES ON SCHOOL PROPERTY

- Bicycles may be ridden to school during the appropriate seasons. Because of the danger, students are not to ride bicycles to school during the winter months.
- Any student may ride a bicycle to school. Bicycles do not have to be registered in the main office.
- All bicycles must be parked in the bicycle rack. They are not to be parked in any other area on school property. Violations of this rule will result in loss of privilege to ride the bicycle to school.
- All bicycles, when parked at the bicycle rack, must be locked at all times with the owner’s lock, which is not provided.
- Unauthorized use of a bicycle or part of a bicycle by anyone, except the owner, will result in the immediate suspension of the student involved. It is also strongly recommended that students not lend their bicycles to other students.
- All students taking a bicycle unit for Physical Education credit must wear an approved biking helmet in order to participate in the class activity.
- New York State requires everyone under the age of 14 to wear a helmet. CCS high recommends all bicyclists to wear a helmet, while riding.

DRESS CODE

A student will maintain personal attire and grooming standards that promote safety, health, and modesty, and are not disruptive to the educational environment.

We recognize the choice of attire and grooming are matters of personal taste. We require that students appear at school clothed and groomed in an appropriate manner that will enable us to maintain an atmosphere that is conducive for learning.

Any article of clothing or manner of style or make-up determined by the administration to be disruptive to the learning environment or hazardous to the health and safety of the student(s), or teaching, shall not be allowed.

1. STUDENT DRESS

- a. Articles of clothing worn to cover the torso will overlap the top of pants and skirts at all times. Clothes not permitted to reveal chest or midriff when the student is seated, leans forward, or when the student raises their arms. Faculty and staff will check for dress compliance each day.
- b. Low slung pants are not permitted.
- c. Clothing with holes, rips, or tears are not permitted in "inappropriate" places (“e.g.” crotch, seat, “etc.”).
- d. Shorts will be worn with discretion.
- e. All bulky winter coats and jackets will be removed and put in the student's locker upon arrival at school (caveat: emergency temperature changes or illness). Students will not wear or carry these clothing articles with them during the day.

2. OTHER GENERAL REQUIREMENTS

- a. All clothing should be clean and in good repair.
- b. Head coverings are not permitted (exceptions may be made for traditionally recognized religious observation and or medical reason), unless a sporting event or extra-curricular activity, this includes hats, do- rags, hoods, sweatbands, stockings, “etc.” Students may not have in their possession a hat or headwear during the school day. These should be placed in lockers upon arrival at school. Hooded sweatshirts may be worn as long as the hood is not worn on the head.
- c. Industrial or pet chains or collars around the neck, wrists, or waist or chains attached to wallets or belts are not permitted.
- d. Clothing that displays the names or advertisements of drugs, alcohol, or tobacco products, profane, vulgar, violent, illegal, immoral, or hate messages, or sexual innuendo is prohibited. Examples of some inappropriate displays include, but are not limited to the following: sexual innuendos - Hooters, Big Johnson, Coed Naked. Hate symbols - Nazi emblems, KKK, etc. Illegal activities - e.g., *“Drink till you drop - the more I drink, the better you look”*.
- e. Accessories will not disrupt the educational process or draw undue attention to the individual. They will be free of offensive or suggestive words or graphics, and contain no references to drugs, alcohol, tobacco, illegal substances or activities.
- f. Footwear will be worn at all times.
- g. Gang paraphernalia is not permitted in school.
- h. Sunglasses may not be worn or visible at any time during the day.
- i. Spirit group uniforms worn to attend class will meet all dress code requirements.

CCS DANCES ARE FOR THE BENEFIT OF STUDENTS & PRE-APPROVED GUESTS ONLY

- No student below the 7th grade is permitted to attend.
- Guest must have a signed dance pass – guest and parent/guardian signatures are required.
- Prom guests must be in high school or can be a CCS graduate within 2 years from their graduation date.
- No guest over the age of 20 years will be admitted without prior administrative approval.
- No one can leave the building and expect to return to the dance.
- Students under the influence of alcohol and drugs are not allowed to attend.
- Prom is a formal occasion. Tasteful, appropriate dress must be worn to Prom. This includes no shorts, no jeans, no sneakers (shoes must be worn); ties are required for gentleman.
- Photo identification may be required to be admitted at the door.
- All other schools rules will apply.

DANCE RULES AND DISCIPLINARY ACTIONS

Important Note!

- It is a privilege to attend dances, and therefore the privilege can be revoked. At any time, it is within the responsibility of the faculty chaperone, to decide whether or not a student has violated one or more of the stated rules.
- Also, no warning will be given on any rule violation. Disciplinary action will be applied to everyone without prejudice. Disciplinary actions are as stated in your “Code of Conduct.”
- Upon entering the cafeteria/gym lobby, all students and guests will be asked to deposit all outside clothing – jackets, hats, etc., in a central location inside the cafeteria/gym door. This area will be supervised by a chaperone. At the end of the dance or whenever the student wishes to leave, they can pick up their clothing and leave school property. This area is off limits during the time that the student is in the dance. All students are warned not to bring valuables or large amounts of money to the dance.
- Both locker rooms and the high school corridors will be locked at all times. Under no circumstances are students to be in these areas.
- Students will enter and exit the building through the gym lobby doors only or the school main entrance. Students are not to enter the dance through any other entrances.
- During the dances the tunnel area by the boy’s locker room and wrestling room area are off limits. In addition, students are not to loiter in the main gym lobby.
- Dance hours generally are from 6:00 p.m. – 9:00 p.m. Exceptions would be considered. Students are not to arrive at the dance prior to 5:45 p.m. and are expected to leave school property by 9:15 p.m.
- Loitering in the parking lot, outside the school building, in cars, or anywhere on school property is not acceptable.
- Once students leave the dance of their own accord they will not be allowed to return under any circumstances. Also, once they leave the building, they must immediately leave school property.

RULES AND REGULATIONS THAT PERTAIN TO SCHOOL DANCES

- Several faculty members (in addition to the principal) will be chaperoning at all times during the hours that the dance is being conducted.
- At least one male and one female faculty chaperones must be present at all times.
- Parents may be asked to chaperone at high school dances.
- It is the responsibility of the faculty chaperone to make decisions that pertain to all student related problems. Parent chaperones should refer student problems to faculty chaperones.
- Faculty chaperones may be recruited from either the Junior Senior High School or the Elementary School.
- Faculty chaperones are granted full authority in making decisions about students who violate school dance rules. This includes calling the Otsego Co. Sheriff's Office.
- All students and alumni, within 2 years of graduation of Cooperstown High School are welcome to attend dances.
- A Cooperstown student may bring one outside guest to the dance by picking up a guest pass in the main office one week before the scheduled date of the dance. This pass must be presented at the door on the night of the dance before the guest will be admitted. If the pass is not presented the guest will not be admitted (See the guest pass for the rules pertaining to host/guest behavior).

STUDENT SELECTION PROCEDURES FOR SUMMER DRIVER EDUCATION PROGRAM

Students who apply for the Cooperstown Driver Education Program will be admitted into the program based upon the following selection process.

All students who live in the district and attend Cooperstown High School will be given first priority. They will be signed up on a first come-first serve basis.

After the above group is signed up, the following group will be given priority. All students who attend schools other than Cooperstown but whose parents maintain a residence in the Cooperstown School District and pay school taxes in Cooperstown.

Counseling

Counselors (2018-2019)

<i>Graduating year</i>	<i>Mrs. Katie Baldo</i>	<i>Mr. Eric Carr</i>
	Last names A – L	Last names M – Z
2019	A – L	M – Z
2020	A – K	L – Z
2021	A – L	M – Z
2022	A – K	L – Z
2023	A – K	L – Z
2024	A – K	L – Z

PROCEDURE TO BE FOLLOWED IN DETERMINING A STUDENT'S GRADE LEVEL

For all students in grades 9-12, the chief factor in determining the student's grade level is his or her status in Social Studies and English courses. The following will apply:

- A. To be considered a freshman the student must be enrolled in Global History and Geography I and English 9.
- B. To be considered a sophomore the student must be enrolled in Global History and Geography II and English 10.
- C. To be considered a junior the student must be enrolled in U.S. History and Government and English 11.
- D. To be considered a Senior the student must be enrolled in Economics, Participation in Government and English 12.

REPORT CARDS

Report cards will be issued four times during the year, every then weeks. Every 5 weeks, progress reports will be given to all students to take home. Students need to have report card and progress report envelopes signed and returned to their 12th period teacher within 3 days. Parents are encouraged to contact the teacher by leaving a message in the main office or calling their individual school counselor at 547-5300, if they have any questions or concerns about grades or report cards. Quarterly and final report card averages do not reflect a weighted G.P.A.

HONOR ROLL

High School students securing an 89.5% or higher average will earn placement on the honor roll.

RANK IN CLASS

Rank in class at Cooperstown High School is determined by using a cumulative numerical accounting of each student's final course averages from grade 9 to graduation (with the exception of high school classes taken in 8th grade). Class rank is computed at the end of semesters five through eight and all final averages are included.

ADD/DROP SLIPS

When adding or dropping a course, students must obtain a drop/add form from their school counselor. The form must be signed by appropriate teachers, the student's counselor, parents, and the Principal. The form must then be returned to the counseling office to be kept on file.

The following procedure is used to drop a course:

1. Student schedule adjustments will be made in the spring of the previous school year.
2. Parents are advised not to write requests to "drop" courses. If such requests are submitted, they will not be honored. If an exceptional circumstance should arise, i.e., a serious illness or injury resulting in excessive absenteeism, or some other major problem, it will be addressed on an individual basis. Parents and students should first speak with the teacher of record.
3. If an exceptional factor occurs, the parent should call the High School Principal to arrange a meeting to evaluate the situation. Dropping a class, as a result of because of poor grades or personality differences is not acceptable.

HALF-DAY AND WORKING STUDENTS

No senior high students are to leave the school building early, unless they have arranged a working schedule or half-day schedule with the counseling office. Once a student leaves the building for the day, they may not return. All students placed on a half-day schedule should sign out at the front desk before they leave. Any student leaving school temporarily (dentist, doctor, etc.) must sign out at the front desk and sign back in when they return. We must have a written permission slip from the parent at the time of sign-out. Students present a written note from their employer and permission from a parent. Final approval must be given by the principal.

PROCEDURES INVOLVING THE USE OF INDEPENDENT STUDY

1. Juniors and seniors are giving the priority to apply for independent study.
2. Final approval of an applicant will rest the High School Principal.
3. Students may be granted high school credit for their independent study.
4. The independent study contract will specify the days, each week that the student is assigned to a particular room and teacher. On days when the student is not assigned he/she will be scheduled into a study hall.
5. Application forms are to be prepared by a faculty member only, and submitted directly to the Counselor.

ADDITIONAL CLASSROOM REQUIREMENTS FOR 9-12 STUDENTS TAKING HIGH SCHOOL BAND FOR A UNIT OF CREDIT

1. Participation in the High School graduation band is to be considered a requirement of High School Band. Students not in attendance at this activity may receive a grade reduction if they are not legally excused by the High School Principal.
2. High school band members are required to participate as marching band students in the Memorial Day parade each year.

CRITERIA FOR ADMISSION INTO HIGH SCHOOL HONORS AND ADVANCED PLACEMENT COURSES

Any student who wishes to enroll in an Advanced Placement course (which includes English Literature, U.S. History, European History, Calculus, Biology, and Environmental Sciences) must meet specific pre-requisites for consideration. Teachers will take into account the following criteria: class average, NWEA, or other standardized scores and a teacher recommendation.

Honors and Advanced Placement courses are designed for the student possessing advanced abilities in reading, writing, and analytical skills. Students are expected to complete a variety of independent academic exercises, including reading required texts, prior to the start of the school year. Highly self-motivated students with intellectual curiosity, creativity, initiative, and writing talent are encouraged to take Honors and Advanced Placement courses.

GRADING PROCEDURES

1. Students in grades 7 - 12, a student's final grade will be the average of the four quarterly grades and a final grade, which may be a final exam, portfolio, term paper, or project. The final grade for a semester course will be computed by doubling each of the quarter grades, adding the final exam, and dividing by five.
2. The Superintendent of Schools may delegate the High School Principal to grant waivers for local graduation requirements depending on the request. Regents diploma requirements cannot be waived by local authority.

3. The District utilizes a weighted grade point average for students taking courses at the grade 9-12 level.
4. Seniors who are on a half-day schedule are eligible for all scholarship programs at the High School.
5. All students who are in an approved independent study program will be given a grade at the completion of the independent study. This grade will appear on all permanent records and will be computed as part of the student's G.P.A., if it is a numerical grade.
6. All incompletes must be made up 3 weeks after the marking period.

PRACTICES AND PROCEDURES FOR WEIGHTED GRADE POINT AVERAGE

The following constitute administrative practices and procedures for a Weighted Grade Point Average. College coursework may be weighted pending administrative review.

A. Rationale:

1. To reward students (through a weighted formula) when they enrolled in Honors and Advanced Placement courses.
2. To encourage more students to enroll in more rigorous and challenging programs and courses throughout their high school career.

B. Utilization

1. The weighted formula will be utilized for GPA and Class Rank as it applies to high school transcripts, eligibility for National Honor Society and high school graduation with honors.

C. Weighting Formula

The specific weightings (.25 and .30) were selected to insure that, once computed, no student's average will be above 100. College admissions staffs have indicated that distorted averages are not viewed in a favorable manner.

1. All A.P. courses on the approved list receive a weighting of .30.
2. English 9, 10, 11, and 12 Honors, and Social Studies 9 Honors receive a weighting of .25.

D. Courses approved for special weighting:

The following high school courses are weighted accordingly:

A.P. Courses weighted at .30:

English Literature
 U.S. History
 European History
 Calculus
 Biology
 Environmental Science

Honors Courses weighed at .25:

English 9H
 English 10H
 English 11H
 Honors College Prep (12)
 Global History & Geography 9H

E. The following example illustrates how our weighting formula is applied:

Honors:

$$\frac{89 \text{ (student grade)} + 25}{125} \times 100 = 91.2 \text{ (Rounded to 91)} = 91$$

AP:

$$\frac{89 \text{ (student grade)} + 30}{130} \times 100 = 91.54 \text{ (Rounded to 92)} = 92$$

AWARDING OF HIGH SCHOOL CREDIT BY EXAM **(Challenge of a Regents Exam)**

A student may earn graduation credits through credit-by-exam, a procedure set forth by the New York State Education Department. If it is believed a student will benefit academically by exercising this option, he or she must complete an alternative plan for meeting the course requirements, complete a major project that is approved by the teacher and department chair for the course considered, and earn a score of 85% or above on a state-developed or state approved examination. Student must be approved **prior** to beginning a credit-by-exam program. **Forms to challenge a course are available in the Counseling Office. This form must be completed and submitted for approval.**

An approval must be granted no later than September to test for January exam, February to test for a June exam and April to test for an August Exam.

Students at Cooperstown High School may receive high school credit through a specific exam process if:

- based on the student's past academic performance, the Superintendent of the school district or the chief administrative officer of a registered nonpublic high school, or his or her designee, determines that the student will benefit academically by exercising this alternative;
- the student achieves a score of at least 85 percent, or its equivalent as determined by the commissioner, on a state developed or state approved assessment pursuant to section 100.2(f) of this Part;
(100.5 Diploma Requirements: Part 100 Regulations: EMSC:NYSED)
- the student passes an oral examination or successfully completes a special project to demonstrate proficiency in such knowledge, skills and abilities normally developed in the course but not measured by the relevant Regents examination or state approved examination if used, as determined by the Principal; and
- the student attends school, or received substantially equivalent instruction elsewhere, in accordance with section 3204(2) of the Education Law, until the age of 16, pursuant to sections 3204 and 3205 of the Education Law.

In addition, listed below are the requirements that students need to meet in order to be eligible.

1. Procedures for application:
 - a. The application process must be initiated by the student with help from the appropriate teacher or school counselor.
 - b. This credit option is meant to be applied to a few students in very specific situations.
 - c. One or more of the eligibility criteria must be met before a student may begin the application process.
 - d. Final approval or disapproval will rest with the Superintendent of Schools or his/her designated official (i.e. Secondary Principal).

2. Eligibility Criteria:

A student applicant must meet one of these criteria before the application process may begin:

- a. Transfer students from out of state who cannot meet New York State graduation requirements for either a local or Regents diploma.
- b. Local students who cannot meet a local or Regents requirement due to an irresolvable scheduling conflict. A student must demonstrate an exceptional ability through past academic performance in a specific curricular area.

3. Requirements:

- a. Score 85% or higher on a state developed or state approved exam, and;
- b. Pass an oral exam and/or successful completion of a special project to demonstrate his or her proficiency, and;
- c. Be a student at Cooperstown Junior-Senior High School who is enrolled on a full-time basis.

Under no circumstance, will more than 1 credit be considered per application. If a student wishes to apply for additional credit, he/she may do so by submitting an additional request. A student may be awarded a maximum of 6 ½ units of credit.

DIPLOMA AND GRADUATION REQUIREMENTS

1. All students must earn a Regents Diploma. However, some exceptions apply to Special Education students. During their four years of high school, students must earn a minimum of 25.5 credits and pass the following five Regents exams with a score of 65 or higher: Comprehensive English, U.S. History, Global History & Geography, Integrated Algebra, and a Science. From the 25.5 required credits, the following are required core courses by subject: English, 4, Social Studies, 4, Math, 3, Science, 3, Second Language, 1, Health, .5, Physical Education, 2, Fine Arts, 1, and Freshman Seminar at .5.
2. Pleading ignorance of diploma requirements is inexcusable, as every student has access to this information every school day for four years. In addition, Counselors review this information annually with all students. It is the responsibility of the student to know their graduation requirements.
3. Please refer to our Programs of Study brochure or ask your counselor for a list of your graduation requirements.

ACCELERATED GRADUATION

The normal progression for a student to complete his/her high school program is four years. For most students, this is the most feasible arrangement considering the nature of adolescent growth and the academic requirements at each successive grade level.

However, on occasion, when there are special circumstances, a student and his/her parents may feel that acceleration of graduation would be in the best interest of that student. In this event, the decision should be discussed with school authorities no later than the spring semester of the sophomore year. The intent of the school administration's position on accelerated graduation is not meant to be suppressive, but rather, to attempt to assure that acceleration is in the best interest of the student.

CLARK SCHOLARSHIP INFORMATION

The Clark Foundation considers, in addition to rank in class, a student's character, leadership, service to the community, and promise of successful college achievement. All Clark Scholarship recipients will be announced at graduation.

OTHER SCHOLARSHIPS

Cooperstown Central School is fortunate to offer many scholarships. The criteria, amounts, and deadlines vary. Counselors share this information with students.

WITHDRAWAL FROM SCHOOL

All students who withdraw from Cooperstown Central School will be required to fill out a withdrawal form and check out with their Counselor. Parental involvement and signatures are required.

NATIONAL HONOR SOCIETY

1. Membership in the NHS is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based upon outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who do not maintain these qualities may be subject to disciplinary action or even dismissal.
2. A student must maintain an overall average of at least 92.5 (weighted) in a program of study which leads to a Regents diploma. Transfer students must first complete two marking periods of study at CCS. Their grades at CCS must average at least 92.50. Their grades at CCS, when combined with those of their previous school, must also average a minimum of 92.50.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS they will need to complete the Student Activity Information form.
4. All members of the faculty and staff will be invited to provide input on the prospective candidates. However, no individual outside of the Faculty Council is permitted to vote in the selection process.
5. The Student Activity Information form will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his/her activities which define the candidate's leadership, service and character.
6. Candidates will be interviewed by members of the Faculty Council.
7. Selection: Candidates receiving a majority vote of the Faculty Council will be inducted into the CCS chapter of the NHS. The Faculty Council consists of five voting members appointed by the secondary principal. Selection to the NHS is a privilege, not a right. Students may not apply for membership in the NHS; instead, they provide information to be used by the Faculty Council to support their candidacy for membership.
8. Non selection: A candidate who is not selected by the Faculty Council will be informed of this in person by the NHS advisor. A letter will be sent home confirming this decision. The Faculty Council views non selection as a deferral with the hope that the candidate will work to improve in the specific areas of the selection criteria which were found lacking.
9. Only after any non-selected candidates are informed of the Faculty Council's decision will notification be given to those candidates who have been selected. A letter will be sent to the candidate's home address informing him/her and the parent/guardian of the good news. The time and date of the induction ceremony will be contained in the letter.
10. Since the Honor Society is a service organization, all members are required to participate in at least one individual service project during the school year.